



ORU – Evidence Gathering Teams (EGT) Course Session Plan

Program Name: <i>Public Order Evidence Gathering Teams (EGT) Course</i>	
Centre of Learning/Unit (Session Owner): <i>Operations Support Division</i>	Centre of Learning/Unit (Session Deliverer): <i>Operations Response Unit</i>
Session Name: <i>Course Opening</i>	
Session Duration: <i>30 mins</i>	Session ID: <i>Session One</i>
Delivery Location: ☐ Academy ☒ Other (specify): <i>ORU Training Room (Classroom)</i>	
Author Name: 33(1)	V or VP Number: 33(1)
Aim: To provide learners with an overview for the Evidence Gatherers (EG) course	
Learning Outcomes: On successful completion of this session, learners should be able to: 1. Outline the course syllabus/course overview 2. Explain the background and purpose of the course 3. Overview why the EG course has been introduced to Victoria Police 4. Outline expectations throughout the course	
Resources/Equipment: - Classroom - Computer with mainframe access and MS PowerPoint - Overhead Projector and screen - Seating, tables and writing pad for all learners - Two trainers - Learners in dress of the day - Timetable of EG Course (one per learner) -	
Pre-session Preparation: OHS Inspection of the training facility completed ☒ Yes ☐ No	
Comments: - Risk Assessment in place for the venue and checked	

File location:

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Approved: Superintendent OSD



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- *Health and Safety Check of the working area – Suitable for session*
- *All trainers are first aid qualified*
- *Location of First Aid kits have been identified*

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Delivery Method	Content	Delivery Resources	Time
Face to Face	Trainers to meet and greet learners in the classroom. Trainers to make visual check to ensure all officers have appropriate resources (Writing Pad / Pen). Learners to complete attendance sign on sheet Introduction Trainers will introduce themselves and the session and background of their experience / qualifications. Maslow - Trainer will go through relevant points from risk assessment, emergency evacuation procedures, location of first aid kits, welfare etc. (if required) Gestalt - Route map of session outlining Aim and Objectives.	Sign on sheet	5 mins
Face to Face	<u>1.1 TRAINING OUTLINE</u> Learners should be taken through the course syllabus in detail around the following: • Rostered hours of the course • Course Syllabus / Topics Covered • Summary of breaks • Punctuality of members timing/s • Learner expectations	PowerPoint (Course Opening) Course Schedule	20 mins

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	<u>1.2 OH&S and HOUSE KEEPING</u> Trainer to discuss the following housekeeping points with the learners for information during the course: • Venue/s the course is being conducted at • Kitchen / Meal Storage / Meal Prep facilities at each of the venue/s • Dress of the Day (which uniforms required on which day) • Mobile Phones (off or silent; important calls taken outside the classroom) Trainer to explain the following OHS points for information during the course: • Emergency Evacuation Procedures for Training Location • Fire Warden Details • First Aid Kit Locations (incl. defibrillator) • Trainers First Aid Qualifications • Pertinent Safety Information for alternate training venues used through course • OHS reporting procedures Any questions relating to the session		
Face to Face	Conclusion		5 mins

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	The trainer is to conduct a knowledge check with the learners to satisfy themselves all the learning outcomes have been met. Suggested questions could be; - Who do you need to contact if you cannot attend any part of the course for any reason? - Name three learner expectations? THANK THE LEARNERS FOR THEIR ATTENTION AND EFFORTS. GIVE THEM INFORMATION ON THE NEXT SESSION IN THE SEQUENCE.		
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